



MEMORANDUM FOR: Personnel Director

ATTENTION: Chief, PHS

SUBJECT: Establishment of Selected Staff Agent data  
on IBM Punch-card Records

1. I concur in your proposal that punch-cards be established containing certain selected data for staff agents.

2. The addition of this group of Agency employees to the status card file now maintained by the Machine Records Branch will provide an opportunity to compile a more complete personnel status report. Therefore, the inclusion of these employees on punch-cards will serve a dual purpose; namely, insurance and status reporting.

3. I have no objection to this file being maintained by designated employees in the Personnel Office. However, I would like to point out that if a serial number is substituted for a pseudonym, the cards could then remain in the Machine Records Branch and thereby facilitate the preparation of reports because it would not then be necessary to transmit them back and forth between offices. The substitution of the serial number for the pseudonym will provide additional security for this file.

4. There is attached a copy of your memorandum indicating my concurrence.

SIGNED

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Chief, General Services Office

Attachment

Memo dtd 11 Sept. 1953  
fr Personnel Director

GSO/RSD/LGC:ew (5 October 1953)

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